GULF ENGLISH SCHOOL YEAR: **8** SUBJECT: **ICT**

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| TOPIC: Databases |

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| Theme: Databases: Uses of; types of database software; features of databases. | Level: Year 8 |
| Objectives: Understand the purpose of Database software and how to create records, tables, queries and reports. | |

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| Focussing Questions Key Words | | |
| **Week 1: What is a database?**   * A collection of fields/records and tables * What are datatypes? * What is a field? * What is a record?   What are the features of a database?   * Files/Records/Queries/Tables/Reports/Forms   Understand the uses of database software.   * To store data in an organised manner, * to search (query) produce reports (calculated), forms.   **Week 2: Be able to distinguish between and manual and computerised database.**  Know the advantages and disadvantages of both types of databases.  Understand the importance of data security when using electronic databases.   * Using passwords to access confidential data. * Using security/anti-virus software.   **Week 3: Be able to create a basic database table**.   * Enter data and assign data types to specific fields. * Set field size / Currency type / Decimal places/primary key * Sort and filter data into ascending/descending order. * Filter data to show specific results only. * Use Different views: Datasheet view; Layout view; Design view   **Week 4: Be able to create simple queries.**   * Create a query * Be able to create a simple query. * Create a complex query from 2 or more fields * Use multiple criteria. * Save queries with appropriate names.   **Week 5: Reports**   * Create a basic report from a given query or multiple queries * Use design view to change the layout and format the report Currency type / decimal places   **Week 6: Calculated reports**   * Created a basic calculated report: Total Sum * Display value to specific decimal places * Format currency   **Week 7: Printing databases:**   * Print all data on one sheet / Orientation * All columns to fit on one sheet / All rows to fit on one sheet * Print selection / Add headers and footers / page numbers / margins   **Week 8** **Revision and Assessment** | Organised data  Field /Record /Table  Data types / Currency / Boolean / Date/Time / Alphanumeric (short text / Long text) Number (numeric) Auto Number  Files/Records/ Queries/Tables/ Reports/Forms  Manual databases  Computerised databases  Data security /  anti-virus software  Primary key  Sort  Ascending order Descending order Filter  Data sheet view  Layout view  Design view  Query  Criteria  Complex query Greater than  Less than  Equal to  Report  format report Calculated report  decimal places  currency type  Print preview Headers Footers  Page numbers Margins Orientation Landscape Portrait  Print selection |

**Text Book: Departmental textbooks: ICT revision guide and worksheets: ICT Lounge**

(**Term 1** - Students will also be introduced to **File Management**).